

Manager

Learning Plan Matrix Report

The Learning Plan Matrix Report provides a matrix output of people assigned to the learning plan versus courses in the plan, along with completion dates or a Not Attempted where applicable. The report also lists percent complete for each person on the right side of the matrix.

To run the Matrix report, login to your Manager Website and select on the Reports category, then Learning Plans. There are two Learning Plan Matrix reports - one for Worksites, and one for Groups. Choose the format you wish to see, then follow the steps below to set up the report.

The screenshot shows a 'Report Parameters' form with the following fields and callouts:

- A:** Learning Plan dropdown menu.
- B:** Worksite dropdown menu.
- C:** A group of dropdown menus including 'Archived Students' (Exclude From Report), 'Non-validated Users' (Include In Report), 'Primary Sort Field' (Last Name), and 'Show' (Any Status).
- D:** SUBMIT and SUBMIT AND SCHEDULE buttons.

- A. Choose the Learning Plan
- B. Choose the Worksite or Group
- C. Adjust subsequent required drop-downs to meet your needs
- D. Select **Submit**

Courses →

User ID	Last Name	First Name	Position Title	Back Injury Prevention	GMPs Effective Handwashing Techniques	Basic Food Facility Defense	% Complete
STB602	Addison	Raymond	Forklift Operator	1/13/2013	2/15/2013	3/5/2013	100%
SRB457	Ardin	David	Forklift Operator	1/27/2013	2/26/2013	3/23/2013	100%
SRB032	Banda	Rachelle	Forklift Operator	1/25/2013	Not Attempted	3/6/2013	67%
SRA246	Barclay	Thomas	Machine Operator	3/24/2013	5/6/2013	5/2/2013	100%

- Completed courses are indicated by a **Date**
- **Not Attempted** indicates that the course has not been taken
- **In Progress** indicates that competency was not demonstrated